



Minutes HISTORY MUSEUM AND LIBRARY ADVISORY BOARD Wednesday, September 9, 2015

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, September 9, 2015, within the Tempe History Museum Board Room, 809 E. Southern Ave., Tempe, AZ.

(MEMBERS) Present:

Jennifer Wagner (Chair)
Virginia (Ginny) Sylvester (Vice-Chair)
David Huizingh
Mary O'Grady (via phone)
Johnny Tse (arrived at 5:48)

(MEMBERS) Not Present:

John Linda

City Staff Present:

Brenda Abney, Museum Manager, Library and Cultural Services Division
Clay Workman, Operations Supervisor, Library
Amanda Martin, Administrative Assistant, History Museum
Carlos E. Bejarano Jr., Library Specialist, Library

General Public Present:

Larry Conway, Friends of the Tempe Public Library

Agenda Item 1 - Call to Order:

- Chair Jennifer Wagner called the meeting to order at 5:44 p.m.

Agenda Item 2 - Call to the Audience:

- None.

Agenda Item 3 – Election of Board Chair and Vice-Chair - ACTION

- Discussion of elections.

MOTION: Virginia (Ginny) Sylvester moved to elect Jennifer Wagner as Board Chairperson.
SECOND: David Huizingh seconded.
DECISION: Jennifer Wagner elected Historical Museum and Library Advisory Board Chairperson.

MOTION: Jennifer Wagner moved to nominate Virginia (Ginny) Sylvester as Vice-Chairperson.
SECOND: David Huizingh seconded.

DECISION: Virginia (Ginny) Sylvester elected Historical Museum and Library Advisory Board Vice-Chairperson.

Agenda Item 4 - Approval of the June 3, 2015 History Museum and Library Advisory Board Meeting Minutes Document - ACTION

MOTION: Virginia (Ginny) Sylvester moved to approve the June 3, 2015 History Museum and Library Advisory Board meeting minutes as presented.

SECOND: Johnny Tse seconded.

DECISION: June 3, 2015 History Museum and Library Advisory Board Meeting minutes document approved as presented.

Agenda Item 5 – Friends of the Tempe Public Library Report:

- Larry Conway reported to the Board:
 - The Friends of the Tempe Public Library raised \$5,000.00 per quarter for the Tempe Public Library, and a year-end donation of \$15,000.00 for a total of \$35,000.00 for the year.
 - The \$15,000.00 may be designated for construction of a glass wall in the children's library.
 - The Friends of the Tempe Public Library website was successfully redesigned and re-launched, and the Connections Café has received new signage along with new furniture and plants for the patio.
 - The Friends of the Tempe Public Library's 69 volunteers worked over 7,338 hours last year and were estimated to have processed over 100,000 books last year.
 - The Friends of the Tempe Public Library's ability to communicate with members has been enhanced with the online message board Mail Chimp.
 - The Friends of the Tempe Public Library Bookstore's website changed platforms from Wufoo to Wild Apricot and the Friends now have the ability to track memberships, donations, and send automatic annual membership renewal notices to members.
 - The Friends of the Tempe Public Library Bookstore created four levels of membership with gifts provided to members at each level.
 - Mail Chimp sends out e-mails each week to 436 people on the Friends of the Tempe Public Library Bookstore distribution list and each month 498 people receive the Friends of the Tempe Public Library newsletter.
 - A social media volunteer was recently added to update The Friends of the Tempe Public Library Facebook page regularly.
 - The Connections Café program room bookings have increased by all groups inside and outside of the city, and many bookings have included catering orders.
 - Larry Conway, Larry Barkin, and Jolene Gosling participated in the Library Strategic Planning meetings.
 - The Friends of the Tempe Public Library donated over 1,000 books to the Veterans' Hospital this past year.
 - Enrollment in the 46 Osher Lifelong Learning classes held in the Connections Café program room this year starts September 21st.

Agenda Item 6 – Tempe Historical Society Report:

- Brenda Abney reported to the Board:
 - The Tempe Historical Society will hold Board elections at the next meeting.

- A new appointee to the Tempe Historical Society Board will be included in the next meeting.

Agenda Item 7 – Staff Reports:

- Library Report – Clay Workman reported to the Board:
 - The Library is waiting for a detailed report from Library strategic planning consultant Toni Garvey summarizing the community input from the targeted focus groups of seniors, parents of young children, small business owners, teens, teachers and the 26 attendees to the Library's September 2nd town hall.
 - Thank you to Board members David Huizingh, John Linda, Virginia (Ginny) Sylvester, and Mary O'Grady for attending the town hall and sharing your thoughts.
 - The Library expects to have a radio frequency identification (RFID) vendor designated by the end of the City Council meeting on September 24th, and conversion of the Library's 235,000 materials to the new system will be done in house.
 - Two librarian positions, one each in the Adult and Youth departments of the Library, have been filled, and a third librarian position will be recruited in the coming weeks.
 - The Library is currently recruiting a 30 hour a week regular Library Assistant for accounts and customer services.
 - The Library will continue outstanding fines reduction procedures implemented in August of 2014.
 - In the year since fines reduction procedures were implemented, outstanding fines have dropped 46% from \$300,000.00 to \$160,000.00 and circulation of materials has risen 2%.
 - Year-to-date the Library has seen a door count increase of 4.4%, new patron registration increase of 6%, materials circulation increase of 2.9%, e-content check-out increase of 94.5%, and total circulation increase of 9.8%.
 - 4,309 people participated in the Summer Reading Program at the Tempe Public Library, which put it in second place to the Gilbert Southeast Regional Library, and first in program completion with a rate of 38%.
 - The Friends of the Tempe Public Library have donated a \$15,000.00 gift, and the Library is considering options for this gift.
 - The budget for CIP items for the next fiscal year begins in October.
 - Community Services will resubmit the security CIP from last year for more security cameras and an additional guard for the campus.
 - Library staff is making a list of construction, furniture, and equipment needs that can be phased in over the next five to seven years.
 - The requests are due to Finance in October and the General Fund budget is due in January of 2016.
- Museum Report – Brenda Abney reported to the Board:
 - A written report was provided.
 - More than 2,000 kids visited the Museum for the Sounds of Summer program series.
 - The Tempe Historical Society supported the Museum during the summer program series.
 - Fifth grade tours will start in October and continue into December and possibly January.
 - "The Tempe Sound" exhibit is in its last month and will be followed by the "Legend City" exhibit opening November 6th.
 - 50% of the History Museum visitors are program-generated visitors, and 50% are walk-in visitors to see the exhibits.
 - Nearly 14,000 visitors came to the History Museum for events and programs related to "The Tempe Sound" exhibit.
 - Museum staff and interns have processed more than 2,600 collections items.

- The Museum received grant funding from the Arizona Humanities and Tempe Diablos that adds up to more than \$15,000.00 in new money to the Museum for programs and exhibits.
- Brenda Abney submitted an application to the American Alliance of Museums (AAM) to start the Museum's accreditation process.
- The application has been accepted and the Museum has until May 2016 to complete the self-study process.
- In October 2016, reviewers from AAM will visit the Museum to review the Museum's operations and interview staff about the Museum.
- Positive AAM reviews are the final step towards accreditation.

Agenda Item 8 – Consideration of a Modification to the Library's Code of Conduct to Exclude Food – DISCUSSION and ACTION

- Jennifer Wagner reported to the Board:
 - Consideration of modifications to the Library's Public Code of Conduct to include: "...only securely [covered containers] for beverages..." "...limit food consumption to the Connections Café area." and "Preparing and consuming of food in the Library areas proper."
 - Clay Workman explained the evolution of food in the Library - from no food being allowed to light snacks allowed, and finally to patrons bringing in larger, messier foods never intended to be allowed, resulting in damage to furniture and increased bug activity.
 - The Board discussed the changes.

MOTION: David Huizingh made a motion to table the consideration of a modification to the Library's code of conduct to exclude food.

SECOND: Johnny Tse seconded.

DECISION: The consideration of a modification to the Library's code of conduct to exclude food was tabled until the next meeting.

Agenda Item 9 – Museum Collections Committee recommendations - ACTION

- Brenda Abney reported to the Board:
 - A handout detailing new provisional deposits and new loans was provided.
 - There are 44 provisional deposits at the Museum waiting to be approved as donations.
 - There were no recommended acquisitions for the Board to consider this month because the Museum Collections Committee was not able to meet over the summer.
 - No action was taken.

Agenda Item 10 – Museum Program Committee Report:

- Brenda Abney reported to the Board:
 - A written report was provided.
 - The Third Thursday lecture series has been revamped to include a variety of program genres.
 - Quality coffee and desserts will be served at the hour-and-a-half-long program during intermission.
 - Brenda Abney is reaching out to several local vendors for donations of coffee and desserts.

Agenda Item 11 – Board Members' Announcements:

- Jennifer Wagner announced to the Board that Board member James Schoenwetter passed away the previous week.

Agenda Item 12 – Adjournment:

- Chair Jennifer Wagner adjourned the meeting at 6:38 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, October 7, 2015 at 5:30 PM in the Tempe Public Library Second Floor Board Room.

Prepared by: Carlos E. Bejarano Jr.

Reviewed by: Brenda Abney, and Barbara Roberts